

James Faulkner Elementary School PARENT-STUDENT HANDBOOK 2023-2024

Home of the Stoddard Newts



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Welcome

The JFES staff is excited to welcome all students and families to a year focused on building community within and beyond our school, deepening the love of learning in all JFES community members, and collaborating to set and achieve goals for student growth across the curriculum.

Our students enter James Faulkner Elementary School with a wide variety of abilities and experiences and hopefully leave with a deeper understanding of themselves as people and learners. It is our aim to understand, teach, and develop each individual, considering their intellectual, social, emotional, and physical development.

We believe that each child should have a positive self-image, be accepted as an individual, and be challenged by the learning process. We develop our school program with a focus on these goals, continually seeking more effective ways to instill pride and achievement in each child and to provide equitable ways for our students to access all learning opportunities.

We interact with your children each day and will work hard to keep them challenged and excited about the learning process. We will keep you aware of your child's progress and upcoming deadlines and activities through parent-teacher conferences, emails, our website, weekly/monthly newsletters, and hard copy notices.

The entire JFES staff looks forward to a partnership with our families to meet the individual needs of each of our students.

Mission Statement

James Faulkner Elementary School, in partnership with the citizens of Stoddard, will foster self-motivated lifelong learners who are responsibly conscious, respectfully active members of our diverse global society.

Our mission statement is aligned with the SAU 24's Portrait of a Learner:

SAU 24 Portrait of a Learner

SAU24 graduates are empowered with the skills and dispositions to achieve their goals and contribute to the world. Our learners are knowledgeable problem solvers and creators, effective communicators, and respectful collaborators. They are lifelong learners, prepared to follow their passions.

- A **Knowledgeable Problem Solver and Creator** adapts information and skills to persevere through challenges and innovate new solutions.
- An **Effective Communicator** is mindful of audience, engages in meaningful dialogue, and constructively conveys messages using a variety of methods.
- A **Respectful Collaborator** employs strong interpersonal skills, demonstrates compassion, and contributes as a positive community member.



Stoddard Draft
2023 - 2024 School Calendar



22 days

August/September				
M	T	W	TH	F
TW	TW	30	31	1
X	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

16 days

February				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
X	X	X	X	X
26	27	28	29	

21 days

October				
M	T	W	TH	F
2	3	4	5	6*
X	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

20 days

March				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21*	TW
25	26	27	28	29

17 days

November				
M	T	W	TH	F
		1	2	3
6	TW	8	9	X
13	14	15	16	17
20	21	X	X	X
27	28	29	30	

17 days

April				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
X	X	X	X	X
29	30			

15 days

December				
M	T	W	TH	F
				TW
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22*
X	X	X	X	X

22 days

May				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24*
X	28	29	30	31

21 days

January				
M	T	W	TH	F
X	2	3	4	5
8	9	10	11	12
X	16	17	18	19
22	23	24	25	26
29	30	31		

9 days

June				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	TW
17	18	19	20	21
24	25	26	27	28

180 days is June 13th

- 8/30/23 First Day for Students
- 9/4/23 No School - Labor Day Holiday
- 10/6/23 Early Release
- 10/9/23 No School - Columbus Day Holiday
- 11/7/23 No School - SAU24 Common Day Workshop
- 11/10/23 No School - Veteran's Day Holiday
- 11/22-11/24/23 No School - Thanksgiving Break
- 12/1/23 No School - Teacher Workshop & End of Trimester 1
- 12/25-1/01/24 No School - Holiday Break
- 1/15/24 No School - Civil Rights Day Holiday

Early Release Days: Oct. 6, March 21 & May 24

2/19/24-2/23/24 No School - Winter Break

- 3/15/24 End of Trimester 2
- 3/21/24 Early Release
- 3/22/24 No School - Teacher Workshop
- 4/22-4/26/24 No School - Spring Break
- 5/24/24 Early Release
- 5/27/24 No School - Memorial Day Holiday
- 6/13/24 Last Student Day (subject to change)
- 6/14/24 TW following the last day of school

adopted 04/10/2023

Bold indicates No School.

Certified Teaching Staff

Dr. Jill Pinard—Teaching Principal
and Special Education Coordinator
Tina Minard— Lower Elementary Teacher
Mia Leonard-Solis—Lower Elementary Teacher
Margaret Forrestall—Upper Elementary Teacher
Dawn Kovarik—Special Education Case Manager
and Coordinator
Donna Marshall—Special Education/Interventionist
Heather Salter—School Counselor*
and 504 Coordinator
Deborah Rainey—Music Teacher*
Jean Condon—PE/Wellness Teacher*

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Email: donna.marshall@sau24.org
Email: heather.salter@sau24.org
Email: deb.rainey@sau24.org
Email: jean.condon@sau24.org

Support Staff

Laura Gagnon—School Secretary 446-3348
Michael Sheehan—Facilities Manager
Deborah Smith—Food Services Manager
Barbara Logan—Special Education Para-educator
Nancy Perkins—Special Education Para-educator
Emily Rousseau—Nursing Assistant and Para-educator
Marcia Magdziarz—School Nurse*
Marti Capuco—BCBA

Email: laura.gagnon@sau24.org
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Email: emily.rousseau@sau24.org
Email: marcia.magdziarz@sau24.org
Email: marti.capuco@sau24.org

* Part time staff

Contract Service Providers

Susan Peters: Occupational Therapist

Email: susan.peters.@sau24.org

School Board

Mrs. Alfrieda Englund—Chair
Mrs. Lisa Davenport—Vice Chair
Mrs. Cynthia Lake
Mr. Daniel Eaton—School Board Moderator
Mrs. Christine Haase—School Board Secretary
Mrs. Pamela Dionne—School District Treasurer

Email: alfrieda.englund@sau24.org
Email: lisa.davenport@sau24.org
Email: cynthia.lake@sau24.org

The Stoddard School Board generally meets every second Monday of the month at 6:00 PM from August to June. The board meets in the portable classroom. The public is invited and encouraged to attend.

SAU 24 Administration

258 Western Avenue
Henniker, NH 03242
428-3269

Dr. Jacqueline Coe—Superintendent of Schools	Email: Jacqueline.coe@sau24.org
Mrs. Natasha Kolehmainen—Asst. Superintendent	Email: Natasha.kolehmainen@sau24.org
Mr. Christopher Roy—Business Administrator	Email: Christopher.roy@sau24.org
Mrs. Martha LeMaheiu—Director of Student Services	Email: martha.lemmaheiu@sau24.org
Mr. Lee Dupres—Director of Technology	Email: lee.dupres@sau24.org

WHO TO TALK TO WHEN YOU HAVE A CONCERN

At some time during the school year a question or concern may arise. Most of these can be addressed with little difficulty. Other problems are more complex and require investigation before an action is taken. Problems should be solved at the lowest possible level. For this reason, we ask that you use the following chain of communication:

1. Teacher
2. Principal
3. Superintendent of Schools
4. School Board

PTO

James Faulkner Elementary School has a Parent/Teacher Organization (PTO) that meets on the first Wednesday of the month at 6:30 PM, all are welcomed. PTO welcomes all parents and staff to collaborate and help them in providing enriching and fun activities for the students of JFES. The PTO can be reached by emailing jfespto@gmail.com. Please consider joining this very important organization. No matter how much time you have, every minute helps our school and our children.

School Hours

Arrival begins at 7:30 am and school begins at 7:40; dismissal is at 2:10 pm.

Morning Drop Off

Students may not arrive before **7:30 AM**. Beginning at 7:30, all students being dropped off will go directly to the playground and not enter the building. During inclement weather, students must enter through the community room door only.

Afternoon Pick Up

Parents should enter the pick-up line that forms at the main entrance of the building and proceed down School Street. Your child will be dismissed from the Main Entrance to your car when you are stopped along the sidewalk. Please pull up as far as you can to allow the line to load more quickly.

School Rules

1. **Be Safe**
2. **Be Responsible**
3. **Be Respectful to People and Things**

Individual classrooms will develop their own classroom expectations to follow; these will outline what being safe, responsible, and respectful looks like within the classroom.

Recess Rules

Students will....

Be Safe...

- By keeping your body, natural materials, and playground equipment under control
- By staying inside the fence and not going past the corner of the school
- By not playing tag on the climber
- By walking to wash your hands before lunch
- By dressing for the weather

Be Responsible

- By solving problems
- By using kind words
- By returning all playground equipment
- By lining up with your class when the bell rings
- By leaving the playground on the playground

Be Respectful

- By listening to others' wants and needs
- By taking turns
- By playing by agreed upon rules
- By being respectful to nature

Lunchroom Rules

Students will

Be Safe

- By walking in the lunchroom
- By raising your hand to leave your seat

Be Responsible

- By cleaning their space and returning trays and silverware
- By eating your own lunch and not touching others' food
- By lining up with your class and walking to your room silently when dismissed

Be Respectful

- By using table manners
- By having kind and quiet conversation

Discipline

All students are expected to abide by the school and classroom rules. Discipline at James Faulkner Elementary School means assisting students in their growth toward becoming responsible and socially appropriate adults. Learning appropriate behavioral responses, positive decision-making, and prevention of future misbehavior are emphasized in all disciplinary action. To that end, discipline involves logical consequences, restitution, and relearning.

- **Logical consequences** follow behaviors that are unexpected and are designed to prevent behaviors from recurring.
- **Restitution** involves the student making amends for their actions.
- **Relearning** involves the student engaging in an activity to reactivate prior learned knowledge and skills.

When needed, we use a School Discipline Referral Form to communicate with parents about their child's behavior that may have resulted in one of the outlined consequences.

Explanation of Consequences

Process with Student:

Students will meet with staff/administration to discuss the incident and process expectations and alternative choices the student could have made. Students will have the opportunity to give their version of the incident.

Purpose: To have the student take responsibility for their actions and to help the student learn a new way to handle the situation.

Practice Expected Behavior:

Students will practice the expected behavior with teacher guidance and direction.

Purpose: To give the child time to show the adult they can perform the expected behavior in a safe, responsible, and respectful way.

Loss of Recess and/or Lunch with Peers:

Students will sit in an alternative setting during lunch or recess, complete a Problem Solving worksheet related to the misbehavior, and have a conference with the classroom teacher or principal.

Purpose: To give the child time to think and write about the incident and decide what steps he or she needs to take to correct the misbehavior. To teach the child that expected behavior must be followed in order to participate and have privileges.

Phone Call Home/Parent Conference:

A student's parent/guardian will be contacted to inform them of the incident. Parental involvement (discussion with child) with appropriate home consequences is strongly recommended.

Purpose: To inform parents, to establish a strong connection between home and school in helping the child to learn positive behavior patterns.

Community Service with-in the School:

The child will be assigned community service that is appropriate to the child's age and offense. Examples of community service might include cleaning the cafeteria, sweeping floors, cleaning classrooms, or picking up trash on the playground.

Purpose: To help the child understand that they need to contribute something to make up for the difficulty that was caused by the misbehavior.

Placement in an Alternative Setting within the School Building:

The student will be placed in an alternative setting to calm down, complete work, or process with an adult if/when the student is exhibiting unsafe behaviors within the school building. Classroom teachers may place a student in a buddy classroom when the student is distracting their current learning environment.

Purpose: To remove all attention from the student, provide a safe place to exhibit unsafe behaviors.

At times, behaviors of students will warrant immediate removal from the classroom.

These behaviors may include, but are not limited to:

- Intentional physical contact resulting in physical harm
- Physical aggression toward an adult
- Abusive language and or gestures
- Extreme or chronic disrespect toward adults
- Racial, ethnic, or sexual harassment
- Sexually explicit language or inappropriate actions
- Serious threats against staff or students

Any threats against the school will not be tolerated and may be subject to a criminal investigation. The principal will be involved in all incidents noted above and will collaborate with the staff member involved when determining the appropriate consequence which may include:

1/2 to 2 Full Days of In-School Suspension:

Student will be removed from their own class for a determined length of time. The student may go into a classroom at another grade level (with the understanding that any disruption will mean moving the student to a different location), or another supervised location in the school. School work that can be done independently will be provided. Students will eat lunch separately from other students and, if appropriate, will perform community service for 45 minutes.

Purpose: To remove the child from the environment where problems occurred so that the child can think about what he or she needs to do to correct the misbehavior, and to support a safe learning environment for all students and staff. A re-entry conference may be required with the parent, teacher, principal, and child to ensure mutual understanding.

Out of School Suspension:

Student will not be allowed to attend school for a predetermined length of time, normally 1 to 3 days.

Purpose: 1) To remove the child from the environment where problems occurred so that the child can think about what they need to do to correct the misbehavior, and to support a safe learning environment for all students and staff.

2) To teach the child that expected behavior must be followed in order to participate and have privileges. School work will be provided to be done at home. A re-entry conference will be required with the parent, teacher, principal, and child.

Expulsion:

The student will not be allowed to return to the school. Only the Superintendent, with the approval of the School Board, can carry out this measure.

Purpose: To remove the child from the school for their own safety and for the welfare of the school population.

Please Note: Consequences will be balanced by severity of incident, frequency, and age of student. Except in cases of State law where consequences are mandated, there will be flexibility and options for the school, the student, and the home so that reasonable procedures are administered with the ultimate goal of improving behavior and the learning environment.

Any threats against the school will not be tolerated and may be subject to a criminal investigation.

Bullying (Refer to Policy JICK)

This law prohibits bullying, harassment, intimidation, and cyberbullying. Cyberbullying includes the use of electronic devices, including cell phones, email, text messaging, social media, and websites. Cyberbullying may include a single incident as well as a pattern of conduct. Bullying activities may take place on school grounds, at a school-sponsored event or outside of school if the conduct that occurs outside of school substantially disrupts orderly school operations. The law mandates investigations of bullying, harassment, intimidation or cyberbullying and must be initiated within five school days of a reported incident. The law also requires our school to provide training on preventing, identifying, and responding to incidents of bullying, harassment, intimidation, or cyberbullying. The training must be provided to school employees, volunteers, parents, and employees of any company under contract with a school who will have significant contact with students.

Sexual Harassment (Refer to Policy JBAA)

No student should be made to feel uncomfortable because of remarks or touching directed to or about the student in a way that is sexually offensive. This is sexual harassment. Students are encouraged to discuss such harassment, whether by a peer or by an adult, with the parents and/or school personnel, teacher, counselor, or administrator with whom the student feels comfortable. The teacher, counselor, or administrator shall immediately involve the principal for appropriate resolution.

SAU 24 Student Violence Prevention and Management Plan (Refer to Policy EB, EBB, JKAA, JLDBA)

All staff involved in response to student violence receive Safety Care training annually by a certified trainer.

When an incident occurs involving violent student behavior, a variety of forms are completed, depending on the situation, including;

- Intentional Physical Contact Report
- Safe School Zone Incident Report
- Incident Report - Restraint, Seclusion

If an employee is injured, they immediately alert their supervisor and submit a “first report of injury” (form 8WC) to the SAU 24 Human Resource office. SAU 24 Human Resource office submits the report to Primex within five days of the incident.

At the SAU, a spreadsheet is maintained with information from the first report of injury and the other forms related to the injury. Quarterly, those spreadsheets are shared with the Joint Loss Committees in each building for their analysis.

The Joint Loss Committee is charged with investigating the reports and creating prevention protocols for all staff to reduce violent acts and injuries caused by students.

The Superintendent coordinates the training, investigation, and adherence of the implemented program to reduce violent acts and injuries caused by students.

Pertinent school board policies include;

- EB - Joint Loss Management Committee
- EBB - Safe Schools Practices
- JKAA - Use of Child restraint and Seclusion
- JLDDBA - Behavior Management and Intervention

School Counseling Services

School Counseling services are available through the school counselor. The counselor provides individual and small group counseling services to children on an “as needed” basis. An important aspect of helping children is to work with the families. In addition to phone contacts, parent meetings can be arranged to discuss a student’s academic, social, or emotional needs. Counseling may take place to help children deal with issues such as family changes, friendship problems, school adjustment, or bereavement. Parental consent is requested when children are seen for individual or small group counseling on a frequent basis. The counselor also presents an age-appropriate, guidance curriculum to help children with a variety of developmental needs. Topics may include understanding of self and others, communication skills, conflict resolution, problem solving, and decision making.

Special Education

James Faulkner is committed to meeting the educational needs of all students residing within our school district. The staff includes specialists who provide direct instruction to students needing support and provide assistance to classroom teachers working with many different learning needs. Teachers, parents or other interested individuals should be aware of the referral procedure for sharing concerns regarding the academic progress of an individual student. All parents have rights guaranteed by federal law. These, along with the referral procedures, are available for any parent to review.

Response to Intervention (RTI)

James Faulkner Elementary School works to provide the highest possible educational experience for all students. One way in which we do this is through the implementation of the Response to Intervention model. JFES uses a 3-tiered approach to academics through the Response to Intervention model.

- Tier 1 includes core curriculum with all students
- Tier 2 includes small group/individual intervention determined by specific student needs, provided through Title 1 or Special Education services
- Tier 3 includes small group and one-on-one instruction for students that need specialized instruction.

Parents will be notified if their child is in need of Tier 2 or Tier 3 support.

Title I

Title 1 is a non-discriminatory, federally-funded program started in 1965. It provides monetary assistance and guidelines for supplementary instruction for students requiring additional support and intervention. This program provides services for millions of our nation’s children. More recent changes in the law added parent participation in planning and evaluation of Title 1,

as well as the development of the District plans. The focus is to develop a high quality education for each participant. Title 1 supports supplemental reading and/or math instruction for grades K-5 at James Faulkner Elementary School.

The Elementary and Secondary Education Act (ESEA) is a federal aid program that disperses monies to our nation's schools. Federal funds are given to the states and then funneled to the school districts. Funds are based on the number of families that qualify for Title 1 services. Any child eligible for the program can participate regardless of a family's income, however. Eligibility is determined through a selection process that uses district assessments, classroom performance, and teacher input.

Reporting Student Progress

James Faulkner Elementary School utilizes a competency-based report card that works to accurately show each student's progress throughout the year. Competencies identify what students need to know and be able to do by the end of a particular grade. Each curricular area is broken down into specific competencies which students need to master. Each trimester students will be assessed on specific learning targets they have worked towards. Parents, students, and teachers are given a clear picture of each student's strengths and weaknesses in each skill area.

Reporting achievement towards the competencies is done using four performance level indicators. If a competency is not introduced during the trimester an NA is given indicating that competency was not assessed. The four performance level indicators used to assess performance are as follows: 4- Student consistently exceeds expectations, 3- Student meets all required expectations, 2- Student is successful with support, and 1- Student has not met expectations/standard

Parent-Teacher Conferences

Each fall a day is set aside for parent-teacher conferences; typically, it is the first Friday in December. This is a no school day for students and the expectation is for parents to use this day to meet with their child's classroom teacher. Optional spring conferences will be scheduled and, at any time, you may request a conference throughout the school year.

Curriculum Resources

The following are some of the programs we currently use in the specific content areas. All programs we use are aligned to the Common Core State Standards.

Math: Ready Mathematics program at all grade levels.

ELA: Wit & Wisdom, Wilson Foundations®, a comprehensive reading, spelling, and handwriting program

Science: Mystery Science

Social Studies: Teacher-created resources to align with specific units of study and the current social studies standards.

Unified Arts

Students at JFES currently participate in Art, Music, Wellness, Library, Guidance, and PE once per week.

Kindergarten

The Stoddard School District provides a full day kindergarten program at James Faulkner Elementary School for any child who turns five (5) by September 30th. Transportation to and from JFES is also provided to all Kindergarten students. A kindergarten screening will take place before students start school.

Proof of Residency

It is required that parents/guardians show proof of residency to enroll their child at James Faulkner Elementary School. A lease/mortgage and a utility bill are the two forms of acceptable proof. If a student is living in another's home, then a certified/notarized letter is required to show proof of residency, along with a recurring financial invoice/statement with custodial parent's name (i.e. cell phone bill, credit card bill) and address. Proof of residency may be required every year, and it will be included in the yearly InfoSnap registration process that states "I, as the custodial parent, certify that I am a legal resident of Stoddard."

State/District Assessments

Each year during the spring, all students in grades 3-5 participate in the NH State Assessment. Students are assessed in reading and math, and science (in grade 5 only).

In addition, all students' in grades K-5 will take part in a district assessment called i-Ready. This will be administered three times a year. The assessment results are used to inform the teachers' instruction in reading and mathematics and provide us with longitudinal data to make programming decisions.

Student Dress Code

Hats, bandanas, headwear, and/or sunglasses are not to be worn in the school building, unless approved by the principal. Footwear should be appropriate for an active school day and outdoor learning; sneakers are encouraged. Students should also have indoor and outdoor shoes for all types of weather conditions. These shoes will be stored in their locker. Rubber/foam flip flops are highly discouraged at school. Students need a jacket, snow pants, hat/hood, mittens, and boots when there is snow covering the ground.

In the cooler seasons, students will wear the outdoor clothing provided by home, based on the outside temperature and student safety during brisker weather.

Here are the criteria:

- **Temperatures in the 50s**—long sleeves and long pants are required outside
- **Temperatures in the 40**—two layers are needed (i.e. a shirt AND sweatshirt or jacket)
- **Temperatures that are 39 degrees and colder**- a jacket, hat or hood and gloves/mittens are required.

We do not send students outside if the temperature or wind chill is below 10 degrees.

PLEASE NOTE: We are unable to provide snow pants, boots, jackets, hats, mittens to children who do not bring them to school so they may need to stay inside if dressed inappropriately for cold weather.

Physical Examinations

All incoming students must have a complete physical by a licensed physician before entry to school or no later than thirty (30) days after their arrival to school. A copy of a physical done within the year is acceptable.

Immunization Requirements

The following is the school policy regarding immunization requirements: Each student will be required to have at least the minimum level of immunizations required by New Hampshire State Law. This law requires a minimum of:

- DTP/DT/DTaP/Td/Tdap (Diphtheria, Tetanus, Pertussis) – 4 doses before entry (the 4th dose administered after the 4th birthday) or 5 doses, regardless of age or administration, as long as minimum intervals are met.
- Polio – 3 doses of an all IPV or an all OPV schedule with last after the 4th birthday. When a combination of polio vaccines have been administered, 4 doses are necessary, even if the 3rd dose was administered after the 4th birthday.
- Measles /Mumps / Rubella – 2 doses
- Hepatitis B – 3 doses
- Varicella (Chickenpox) – 2 doses or documentation of immunity by confirmed lab results for incoming Kindergarten students who have not received varicella vaccine or history of disease as reported by healthcare provider or parent for grades 1-5.

It is expected that each new student and transfer student will meet these requirements within 30 days after school entrance. This law is to protect all children from communicable diseases. Failure to comply with the immunization requirements will result in suspension and denial of access to the school system. New Hampshire RSA 200:08 does provide for medical and religious exemptions.

Health Services

JFES employs a 1-day a week registered nurse and a 5 day a week nursing assistant from 7:30 to 11:30. When neither member of the nursing staff is on-site, the school secretary is designated to administer and carry out the duties of the nurse.

- It is critical that the school has a way to reach parents and guardians in case of illness or injury. This information can be updated on the enrollment form and by calling the school whenever there is a change. The emergency contacts must also be kept current.
- During the school year, the school nurse will conduct annual health screenings for students. These include, but not limited to, height and weight, hearing and vision. When appropriate, such screenings may be conducted or assisted by capable, trained, and competent persons under the school nurse's direction and supervision, i.e., Lions Club eyesight screening. You will be notified of any abnormal results with a recommendation for follow up with a healthcare provider.
- The school nurse maintains health records for every student, assesses illness/injuries, plans for students with medical needs, and is a resource for staff, students, and parents. It is imperative that the nurse is informed of any food/medicine allergies, asthma, or other medical conditions your child may have so plans can be made to ensure his/her safety and well-being while at school.

- Any medication brought to school must be delivered by an adult and given to the school nurse or designated personnel. The student must take any medication with the supervision of the nurse or designated personnel.
- Students shall not share any prescription or over-the-counter medication with another student. Students acting in violation of this prohibition will be subject to discipline consistent with applicable Board policies. This shall extend to any school-sponsored activity, event, or program.

Non-Prescription Medications: If your child requires an over the counter medication, we must have your written permission.

Prescription Medications: Sometimes it is necessary to give children medicine at school, for example, an antibiotic. In order to do this, we must have a written order from the doctor, written permission from a parent or guardian, and the medication must be in the original pharmacy labeled container. The school keeps only a 30-day supply of any medication. These rules are to ensure the safe administration of medication.

When You Should Keep Your Child Home from School: Students should be kept home from school if they present with a fever of 100 or greater with associated symptoms or behavior changes, vomiting, diarrhea, or rash that is associated with a fever and until fever free for 24 hours without medication. We will send children home who present with flu-like symptoms and/or have a fever of 100 or greater. If your child is not well enough to fully participate in the day's activities, this is a good indicator to keep them at home.

Lunch Program

James Faulkner Elementary School provides a hot lunch each day. Menus/order forms are sent home on a monthly basis for families to order from. Lunch needs to be pre-ordered by the Tuesday of the prior week.

Updated prices and complete information for free and reduced costs will be available each year in the August welcome packet.

Free and Reduced Lunch

Students who received free or reduced-price meals the previous school year, must reapply for the current school year by September 30th. If you do not reapply, on October 1, your child will revert to a PAID status and you will be responsible for all charges on your child's account until you have reapplied and have been approved for free and reduced meals. The program is not retroactive. Applications will be sent home with the August welcome packet and can be returned directly to Jill Pinard, JFES, 200 School St. Stoddard, NH 03464. You will be notified by mail as to the determination of the application. We urge all who believe they may be eligible to apply because our yearly Title 1 funding is determined by our Free and Reduced numbers. If you need assistance with the process please call the school.

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on

race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov.

Field Trips

A field trip is an exciting educational experience and plays a valuable role in the development of each student. For field trips in which students will leave the boundaries of the school, parents are requested to sign and return a permission slip indicating whether or not their child may participate in the trip. If needed, parents may be asked to volunteer to accompany a group of children going on the field trip; we ask that the volunteers not bring any other children with them on that day so that full attention can be given to the students in the class.

Wellness/Snack/Celebration Guidelines

James Faulkner Elementary School strives to provide a healthy, nurturing, and safe environment for our students. Through various activities, ranging from our garden project to curriculum focused on healthy nutrition, we strive to foster a love of wellness and healthy living in our students. While we appreciate that snack time is an opportunity for children to refuel, it is very important that food choices for snacks provide wholesome ingredients, energy, and nutrition. Chips, gummies, and cakes with frosting can be an occasional treat, but on a daily basis do little to meet the nutritional requirements of growing children.

We would like to recommend that when making snack choices that fresh fruits, veggies, complex carbohydrates, and protein rich items make up the bulk of the meal. Some possibilities might include:

- Cut veggies like carrot sticks, celery, peppers, cucumber, broccoli, cherry tomatoes with veggie dip or salad dressing or hummus
- Fresh fruit like apples, oranges or clementine, pears, grapes or bananas with yogurt, string cheese, peanut butter, or nuts (being mindful of peanut and nut allergies)
- Whole grain mini bagels with cream cheese or peanut butter or whole grain crackers with cheese

School celebrations like holiday and birthday parties are events anticipated with great excitement by our students. In making choices for your contribution to these events, we encourage you to consider fresh cut fruit or veggies, popcorn, mini size muffins, yogurt, cheese and crackers. See also the Wellness Committee's suggestions for [Non-Food Celebration Ideas](#).

Absences, Dismissals, Tardiness

1. Each absence from school requires a note or telephone call from the parent or guardian. To ensure student safety, we ask that you call the school if your child will be absent for any reason. Parents will be called when their child is absent if the school has not been contacted.
2. All students should be at school on time. If a child is late to school for any reason other than bus delays, he/she will be marked tardy. If a child is present at school and has to leave for part of the day, this is recorded as a dismissal.
3. Early dismissal requires permission from a parent or guardian. The student must be signed out.
4. A student not going directly to their designated bus stop or being picked up by someone other than their parent /guardian, must have written permission by their parent/guardian. If the adult is unknown to the staff member, they will ask for identification before allowing the child to go with them.

Weather Emergencies

School closings, delayed openings, and early dismissals due to bad weather will be announced via School Messenger, an electronic communication system that sends a phone call notifying you of any school cancellation. For this system to operate well, please be sure that we have your current contact numbers. These announcements will also be posted on Channel 9, WMUR.

If the weather is stormy during the day, school may close early. All attempts will be made to notify you. The numbers you list as emergency contacts will be used as backup if you cannot be reached.

Visitations/Volunteering

Parents and community members are invited and encouraged to visit and volunteer in the classrooms at JFES. Some volunteer activities will require fingerprinting and a criminal background check. This is in accordance with the Stoddard School District Volunteer policy. All visitors to the school must sign in and obtain a visitor badge at the office and sign out upon leaving.

Toys/Electronic Devices

Toys/electronic devices/trading cards of any kind are not allowed at school unless special permission has been granted by the principal. Cell phones/personal electronic devices are to be off at all times and not taken out for any reason during the school day. Use of these phones for taking pictures of classmates, texting, etc. is clearly prohibited. A violation of this policy may result in the child's cell phone/electronic device being held in the office for the parent/guardian to pick up.

Computer Usage/Internet (Refer to policy IJNDB)

James Faulkner filters all information received via the Internet with current software. However, it remains a student responsibility to access only appropriate websites. All computer and electronic equipment, including hardware, software, and portable personal computers are the property of James Faulkner Elementary School.

The computer systems are provided for educational purposes. Students should not use the systems for personal use, and students should not use the systems for any offensive or unlawful purpose including, but not limited to: destruction or damage to equipment, software, or other data belonging to the school or others; disruption or unauthorized use of accounts, access codes, or identification numbers; use of computer resources to send, store messages and/or materials with the intent to defraud, harass, defame, or threaten others; use of computer resources in ways which intentionally or unintentionally impede the computing activities of others; and using computer resources to access adult-oriented sites that contain descriptions or depictions of a pornographic nature, or that permit access to gambling facilities over the Internet. All uses that are not otherwise permitted by policy are expressly prohibited.

James Faulkner Elementary School reserves the right to monitor, access, change, delete, review and/or retrieve any and all information stored or transmitted on the computer systems, including information which may have been deleted but still exists on such systems. James Faulkner does not guarantee the privacy or security of any item stored or transmitted on the computer systems, and students should not have any expectation of privacy with respect to any information transmitted or stored on the computer systems (even if a password is required to access such information). This applies to all computers owned by the school as well as any privately owned computer that is connected to the school's network.

All students/parents will be required to sign and agree to an acceptable usage policy before given access to computers.

Drills

Emergency drills are scheduled throughout the year for the safety of all students and staff. We practice fire drills at least once a month and a lock down at least once a year. It is important that everyone follows the drill procedures, which are explained and modeled in the classroom and to the staff throughout the school year.

Emergency Dismissal and Reunification

Should an event at the school mandate reunification of students with their parent/guardian, notification will be via the same alert system used for snow cancellations and delays. The notification will include the location for student pickup. At the reunification site, parents/guardians should be prepared to present a photo ID and complete a dismissal form. Copies of these forms are available on the school website. Thank you for your patience with reunification. We share the same goal: getting you and your student back together as quickly as possible.

Media Publications

At times, media groups (newspapers, television, etc.) may cover activities at JFES with articles, video, or still photography that may be published. In addition, our school program produces

many wonderful pieces of children’s work that we may wish to display on our school website, Facebook or Twitter pages. Parents have the right to limit their child’s exposure in such media. If parents do not want their child to be photographed or videotaped by news media or for the purpose of displaying school activities on our website or social media pages, we ask that you complete the opt-out media form that is available through the yearly registration process on InfoSnap or that can be obtained from the school office. Simply complete the form and return it to the school so that we can make every reasonable effort to ensure that children on the opt-out list are not photographed nor have any identifying information about them posted on our website.

Asbestos Notification

The Federal government requires that we notify parents yearly regarding the presence or absence of asbestos within public buildings. We are pleased to report that the James Faulkner Elementary School is free of asbestos, therefore, no operations and maintenance programs or future inspections are required.

Bus Procedures

All bus stops are planned for safety by the safety director of the bus company. Any changes must be approved by the bus company and the School Board. Some students may be required to walk as far as 1.0 mile to the nearest stop. School district responsibility begins when the student enters an approved school bus or other vehicle. Parental responsibility for the child's safety continues while the child is at a bus stop or until they are safely on the bus. The bus pick up and drop off times may vary as much as 10-15 minutes, and parents/guardians should plan accordingly.

The bus driver has immediate responsibility for all students riding on the bus and students are expected to behave appropriately. Students will be dropped off at their regular bus stop. Only with a note from a parent/guardian will a student be allowed to get off at a different bus stop. If student discipline is necessary, the following guidelines will be used:

- 1st Offense: Written warning to parents
- 2nd Offense: One to three day suspension, call made, and notice sent to parents
- 3rd Offense: Five day suspension
- 4th Offense: Suspension from riding the bus

Guidelines may be adjusted, depending upon the seriousness of the offense.

PLEASE REMEMBER IT IS A VIOLATION OF STATE LAW TO PASS A BUS WITH FLASHING LIGHTS. THIS LAW ALSO APPLIES IN THE SCHOOL’S DRIVEWAY

Acknowledgement

Please tear off this page, sign, and return to the school indicating that you have read the Handbook and discussed appropriate items with your child.

- I. I have read the Parent/ Student Handbook and understand the policies, rules and regulations of the school and my rights and responsibilities as a parent of a James Faulkner Elementary School student.

Parent Signature

Date

- II. I have read the Parent/ Student Handbook and understand the policies, rules and regulations of the school and my rights and responsibilities as a James Faulkner Elementary School student.

Student's name

Grade

Student Signature